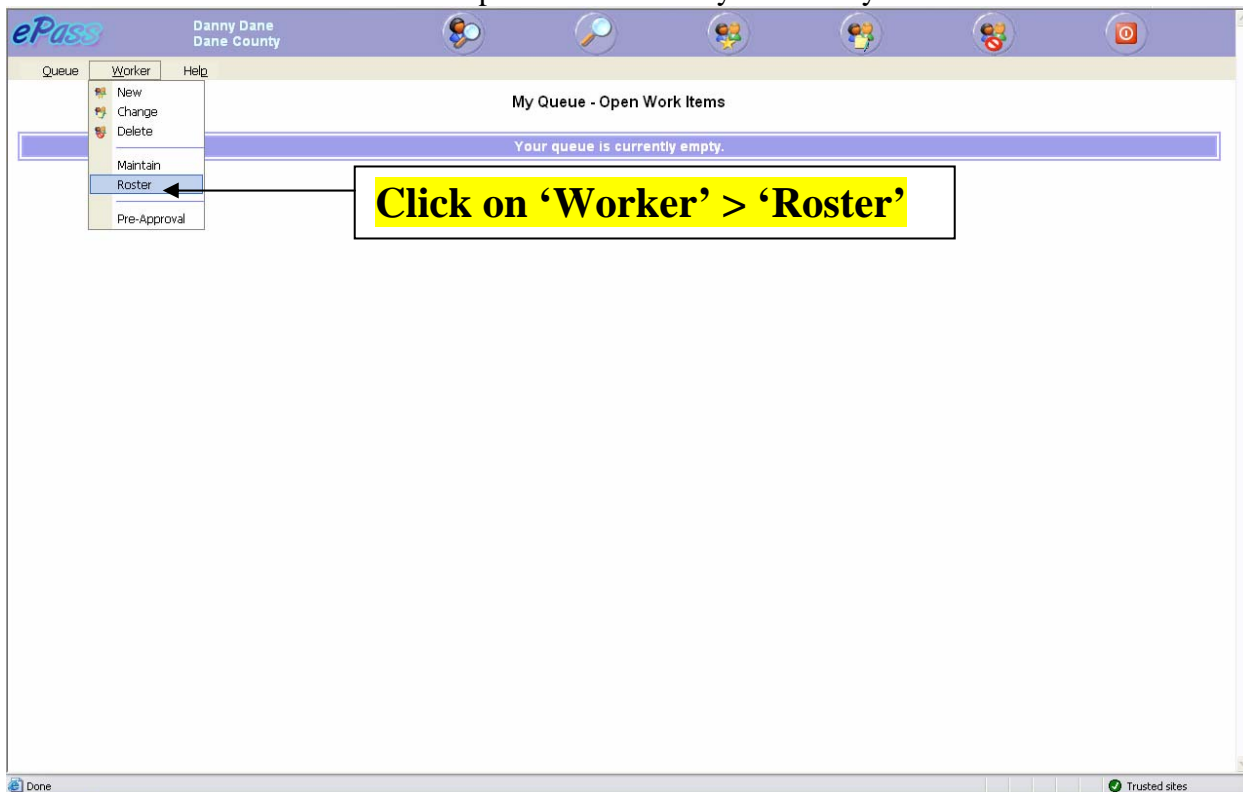


ePASS Quick Reference Guide for County Security Delegates

Quarterly Roster Verification

To comply with State HIPAA requirements, DHFS-DCFS is requiring each County Security Delegate to verify that their eWiSACWIS Worker Roster is correct and up to date. You will receive an e-mail indicating your Quarterly Security Verification is due, including a specific due date, and instruct you to go to your ePASS queue. To verify the roster, complete the following:

1. Click on 'Worker' > 'Roster' to open the Roster for your County:



2. This will open the eWiSACWIS Worker Roster page where you can review the workers in your county. You can sort users by Job Class, User Group, Active/Inactive, or Site within your county. If you see **Check** displayed in the Status column, the worker's first name, last name, and/or email address in their eWiSACWIS worker record may not be an exact match with WAMS. To correct information on the worker record in eWiSACWIS, you can click on Worker > Maintain in ePASS. To correct the information in WAMS, the worker must fix this themselves by going to <http://on.wisconsin.gov> and clicking the 'Profile Management' link. In addition to basic worker information, the following security information is displayed:

- **Job Class:** This is the worker's job class, coming from their eWiSACWIS Worker Record.
- **Approval Level:** Most workers have an approval level of '1', Supervisor's usually have a '2', and a '3' is needed only to approve Foster Care Rate Settings (but also will be the final approval on everything else). This is tied to the job class, so if a worker's job class is changed on the Maintain Worker page, it may change their approval level as well. If the worker has 'Manager' next to their approval level, this usually indicates the ability to make assignments and to screen Access Reports as a supervisor only (regardless of approval level).
- **Security Group:** This is the group that the user belongs to. Several users may belong to the same group, or it may be specific to one user.
- **Security Profiles:** These are the detailed pieces that make up the security group.
- **WAMS Info:** This is the worker's WAMS information and should match with the first column that contains the worker's eWiSACWIS worker record information.

Worker Roster - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Worker Roster - 218 workers found

Location: Dane Workers: Active Search Close
Any Location Any Job Class Reset Print
Search: Any User Group


| Worker Name (ID#) Email / Phone / Location | Status | Job Class Security Group Supervisor | WAMS Info |
|--|------------------------|---|---|
| Jessica Aasve (6034141) _Aasve@co.dane.wi.us_ (608) 242-6258 Dane - NPO | Active Check | Social Worker (Approval Level 1) Dane - Ongoing - Cps & JI Staff(e) Sup: Julie Ahnen | Adoption Referral, Case & Provider Notes, Case Maintenance, Case Plans, Desktop, Family Strengths & Needs View, Foster Care Eligibility, Invest/Assess - Clinical, Legal, PS Intake, Permanency Planning, Placement, Read Only, Services Intake |
| Rita Adair (6033902) _adair@co.dane.wi.us_ (608) 273-6342 Dane - SMO | Active Check | Social Worker (Approval Level 1) Dane - Ongoing - Cps & JI Staff(e) Sup: Ronald Chance | Adoption Referral, Case & Provider Notes, Case Maintenance, Case Plans, Desktop, Family Strengths & Needs View, Foster Care Eligibility, Invest/Assess - Clinical, Legal, PS Intake, Permanency Planning, Placement, Read Only, Services Intake |
| Julie Ahnen (6033903) _Ahnen@co.dane.wi.us_ (608) 242-6269 Dane - NPO | Active Check | Supervisor (Approval Level 2) (Manager) Dane - Ongoing Supv - Cps & JI Supervisors(e) Sup: Ami Orlin | Approval, Assignment, Case & Provider Notes, Case Maintenance, Case Plans, County Case Reports, Desktop, Family Strengths & Needs View, Foster Care Eligibility, Invest/Assess - Clinical, Legal, PS Intake, Permanency Planning, Placement, Read Only, Services Intake, Supervisor, Worker Maintenance |
| Eric Ahlin (6033905) _Ahlin@co.dane.wi.us_ (608) 873-2176 Dane - STO | Active Check | Social Worker (Approval Level 1) Dane - Ongoing - Cps & JI Staff(e) Sup: Paula Proctor | Adoption Referral, Case & Provider Notes, Case Maintenance, Case Plans, Desktop, Family Strengths & Needs View, Foster Care Eligibility, Invest/Assess - Clinical, Legal, PS Intake, Permanency Planning, Placement, Read Only, Services Intake |
| Beth Anderson (6033907) _anderson.beth@co.dane.wi.us_ (608) 825-7608 Dane - SFO | Active Check | Social Worker (Approval Level 1) Dane - Ongoing - Cps & JI Staff(e) Sup: Kim Vagueiro | Adoption Referral, Case & Provider Notes, Case Maintenance, Case Plans, Desktop, Family Strengths & Needs View, Foster Care Eligibility, Invest/Assess - Clinical, Legal, PS Intake, Permanency Planning, Placement, Read Only, Services Intake |
| Paula Anderson (6033909) _Anderson.paula@co.dane.wi.us_ (608) 224-3624 Dane - SMO | Active Check | Social Worker (Approval Level 1) County Read Only - Read Only For All Non-Milw.(e) Sup: Ronald Chance | Case & Provider Notes, Desktop, Read Only |
| Mary Ashby (8268949) _Ashby@co.dane.wi.us_ (608) 873-2178 Dane - STO | Active Check | Soc Svc Spec - Combined Offc (Approval Level 1) County Read Only - Read Only For All Non-Milw.(e) Sup: Paula Proctor | Case & Provider Notes, Desktop, Read Only |
| Eileen Backes (6033912) | | Soc Wrkr - Court Services | |

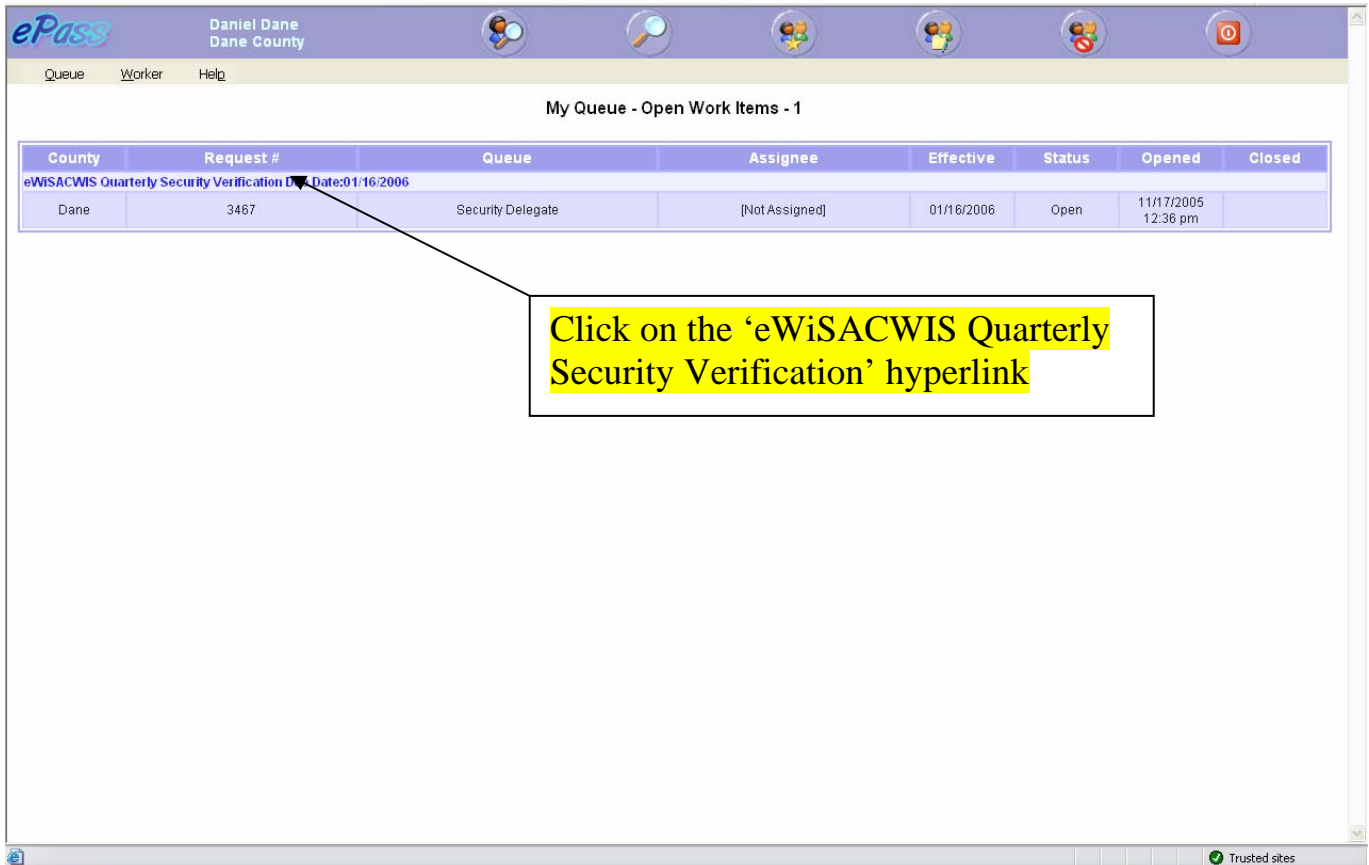
Rows 1 to 50 of 218

Job Class & Approval Level

Security Group & Supervisor

Security Profiles that make up the user's Security Group

3. Make any necessary ePASS requests to add a new worker, delete an existing worker's access, or change an existing worker's security based on the review. Once all requests have been completed and the worker roster is accurate, return to your Queue by clicking on 'Queue' > 'My Queue' or the  button, and then click the ePASS Request link for the eWiSACWIS Quarterly Security Verification request.



The screenshot shows the ePASS web application interface. At the top, there is a navigation bar with the ePASS logo and the text "Daniel Dane Dane County". Below this, there are tabs for "Queue", "Worker", and "Help". The main content area is titled "My Queue - Open Work Items - 1". It contains a table with the following data:

| County | Request # | Queue | Assignee | Effective | Status | Opened | Closed |
|---|-----------|-------------------|----------------|------------|--------|---------------------|--------|
| eWiSACWIS Quarterly Security Verification Date: 01/16/2006 | | | | | | | |
| Dane | 3467 | Security Delegate | [Not Assigned] | 01/16/2006 | Open | 11/17/2005 12:36 pm | |

A yellow callout box with a black border points to the "eWiSACWIS Quarterly Security Verification" text in the table. The text inside the callout box is: "Click on the 'eWiSACWIS Quarterly Security Verification' hyperlink".

4. Select the appropriate option under the 'Worker Roster Verification' section, either 'Worker roster is incomplete or inaccurate' or 'Worker roster is complete and accurate'. In the 'Route to:' drop-down, select the Queue that you would like to send the request to. You may want to send the request to another Security Delegate in your county, leave it on your own queue while completing the request, or send it to the Security Liaison once it is complete. Add any comments if desired, and then click on **Save request** to send the request to the selected queue.

ePASS Daniel Dane
Dane County

Queue Worker Help

eWISACWIS Quarterly Security Verification Due Date: 01/16/2006

Bottom Cancel

Requestor Information
Name: Rogers, Deb
Phone#: (608) 123-4567
Email: ewuat01@dhfs.state.wi.us

Worker Roster Verification
☒ **Worker roster is incomplete or inaccurate.**
■ Corrective actions are necessary prior to verification.
☐ **Worker roster is complete and accurate.**
■ All active users have appropriate security as verified by the county security delegate.
■ All users no longer with this county have had eWISACWIS access removed.

Comment Log
Request Comments:
Thu, 2005/11/17 01:20 PM ---- Rogers, Deb ----
updated and placed back on secdel q
Thu, 2005/11/17 12:36 PM ---- Rogers, Deb ----
test

Add Request Comment:

Work Flow Completion and Routing
Current Queue: Security Delegate
Current Assignee: Dane, Daniel
Route to: Security Liaison

Save request Reset Cancel